

**Culturally and Linguistically Appropriate Services (CLAS) Initiative
Committee Descriptions 2010-2011**

Community Participation	Purpose	Role
Evaluation and Internal Assessment	To oversee implementation of evaluation plan	<ul style="list-style-type: none"> • Approve evaluation plan • Work with project coordinator and evaluator to ensure proper data collection • Review evaluation reports
Coordinating Committee	To provide leadership to the CLAS Initiative. To ensure Initiative meeting objectives stated in work plan	<ul style="list-style-type: none"> • Engage in strategic planning • Review products developed by committees • Oversee implementation of work plan • Oversee evaluation of initiative • Identify strategic alliances
Contract Management/Quality Improvement	To support contract managers in long-term implementation of the CLAS standards	<ul style="list-style-type: none"> • Develop guidance manual • Identify what technical assistance will be needed for DPH contract managers and grantees regarding implementation of standards
Procurement /RFR	To develop CLAS specific tools for the DPH procurement process	<ul style="list-style-type: none"> • Develop tools during procurement: e.g. CLAS Guidance, Agency Staff Demographic Table, CLAS Agency Self-Assessment Form • Periodic review of utilization and efficacy of tools • Provide technical assistance to DPH programs implementing CLAS procurement tools

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Training	<ul style="list-style-type: none"> • Create learning tools for internal MDPH staff, external agencies and vendors • Set implementation standards and present promising practices for providing the following to MA residents: <ul style="list-style-type: none"> ○ culturally competent services ○ language access services ○ culturally competent administrative structures • To create training program for DPH workforce and vendors around culturally and linguistically appropriate service delivery. • To increase DPH staff awareness around racial, ethnic and linguistic health disparities and strategies to eliminate them. 	<ul style="list-style-type: none"> • Identify areas where technical assistance is needed (both DPH staff and vendors) • Engage in curriculum development • Integrate into DPH training resources • Organize community/academic speakers • Ensure training across MA
Communications	To determine how to best communicate role, goals and objectives of the DPH CLAS Initiative to DPH workforce and vendors	<ul style="list-style-type: none"> • Develop and implement communications plan <ul style="list-style-type: none"> ○ Proposed ideas: brown bag series, CLAS e-update • Advise on website content
Community Participation	To identify and sustain community voice in CLAS Initiative	<ul style="list-style-type: none"> • Review ways community voice incorporated into DPH Initiatives • Determine how best to incorporate community participation in CLAS • Create the infrastructure to support community participation • Recruit community members into CLAS Initiative
Recruitment	To increase membership of CLAS Subcommittee Structure, To ensure longevity of the CLAS Initiative	<ul style="list-style-type: none"> • Develop recruitment and retention plans • Implement multi-year recruitment campaign